

MONTANA STATE PRISON  
600 Conley Lake Road  
Deer Lodge, MT. 59722  
**INTERNAL/EXTERNAL**

Position Title: Laundry Supervisor  
Position Number: 66214  
Class Code: 511173  
Department: Corrections  
Division: Montana State Prison  
Location: Deer Lodge, MT

Pay Band: 3 \$10.19-\$12.59/hr  
Union: Montana Federation of State Employees  
Status: Permanent/Full Time  
Shift: 8:00 a.m. to 4:00 p.m. Monday - Friday  
Supplement Required: No

Application Deadline: Submit a State of Montana application and a Dept. of Corrections Reference and Criminal Background Check Authorization Form to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Applications must be received by August 8, 2008.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to lift 40-100 lbs. on a regular basis, walk long distances, be able to work in inclement weather, bend and lift. Incumbent will be required to pass a physical examination, conducted by a Deer Lodge physician, at the expense of MCE, before beginning employment.

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Typical Duties: Supervise the daily scheduled commercial cleaning process of all soiled institutional laundry for the customers that the MCE laundry services. Ensures that customer laundry tracking system is accurate and the tickets are signed and forwarded to the MCE Accounting Office for billing purposes. Operates heavy duty computerized commercial laundry equipment which includes, but is not limited to, computerized Milnor 10 module batch tunnel washer, Milnor 220# computerized dryers, commercial sheet ironer/folder, towel folding machine and industrial sewing machines and soap/chemical distribution systems. Monitors and ensures that schedules and production demands are being met and quickly react to institutional events, including emergencies that can change the daily schedule as established by the MCE Laundry Manager. Monitors, interprets and correlates data and codes received from equipment display monitors and control panels. Ensures that the commercial laundry equipment is cleaned and properly sanitized daily to avoid the possible transfer of contamination to other housing units or to other state agencies that the MCE Laundry services. Ensures the safe and proper handling of incoming soiled laundry and that sanitizing and decontamination procedures are strictly followed to guard against the spread of biological and infectious diseases by human contact with the laundry. Performs preventative maintenance and minor repairs on commercial laundry equipment. Ensures that quality control procedures are being followed as established by the MCE Laundry Manager. Operates transport vehicles to retrieve and distribute customer goods through out the institution and make deliveries to the laundry intake and distribution building for the outside agency customers that the laundry services. Operates the laundry intake X-Ray detection system at the distribution building. Follows the Montana State Prison (MSP) tool control policy and ensures a safe and secure operation by closely monitoring equipment and tool use. In conjunction with the MCE Laundry Manager, maintains the physical plant by submitting work orders when repairs or preventative maintenance as required. Cross-trains with other supervisors in the event of staff shortages. Must be able operate all commercial laundry equipment and perform all duties of the inmate crew in a case where they are locked down for an indefinite period of time, in the event of an institutional emergency. Supervises the Laundry inmate work crew in all aspects of commercial laundry processes. This position, in conjunction with the Laundry Manager is responsible for the selection, training, supervision, and evaluation and disciplining of the inmate workers employed at the MCE Laundry. Instructs the inmate work crew in the commercial laundry processes used in a large correctional facility setting. In conjunction with the Laundry Manager, develops work schedules for inmate work crews to ensure that the laundry production demands are met and to maintain the smooth and orderly operation of the MCE Laundry Program. Develops job qualifications for inmate work crews and hires those work crews based on these qualifications. Enforces the rules and regulations of the institution to ensure a safe and secure work place by observation, documentation, and reporting to security personnel. Performs evaluations and disciplinary functions for all inmate work crews to ensure job expectations are continuously met through knowledge of job requirements and prison policy. Trains inmates in the operation of all tools and equipment which includes large correctional facility commercial laundry processing machinery and technical measuring equipment. Provide reports and information as necessary in such areas as inmate evaluations and inmate payroll. Maintains order by enforcing current security and operational policies and procedures. In the event of an emergency, assist the laundry officer with pat down and strip searches of the inmate work crew. Conduct work area searches for contraband and document results. This position compiles and maintains daily records, production reports, delivery receipts, finished product inventory, supply inventory and such regulatory records

as required by MCE and government agency inspectors.

Qualifications: Must have working knowledge of laundry production techniques, quality control, supervision techniques and chemicals used in a commercial laundry and working knowledge of security policies and procedures used in adult correctional facilities. Skill in the use and repair of commercial laundry equipment, production techniques and motivating inmates to achieve production goals is necessary.

Education & Experience: The above knowledge, skills and abilities are typically acquired by a combination of education and experience equivalent to a high school diploma, GED or equivalent technical training in the large capacity commercial laundry field with one to two (1-2) years of practical experience with 1 years of supervisory experience.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a pay band 3 on the state's general pay matrix. The current hourly salary is \$10.19-\$12.59. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406) 846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment and completed Reference and Criminal Background authorization form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the Hiring Authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

A behavior-based interview may be a part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete, or unsigned applications will be rejected as incomplete and will not be considered.

**DEPARTMENT OF CORRECTIONS  
REFERENCE AND CRIMINAL BACKGROUND CHECK  
AUTHORIZATION FORM**

**Applicant's Name:** \_\_\_\_\_  
(Please print or type)

**Previous names (i.e. maiden name, previous married names)** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**List states where you have resided:** \_\_\_\_\_

**TO WHOM IT MAY CONCERN:** As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record. I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

**Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation?**

\_\_\_\_\_

**If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.**

**Jurisdiction:** \_\_\_\_\_

**Date of Conviction:** \_\_\_\_\_

**This authorization shall be valid and effective for one year from the date signed.**

**Date:** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_